

POSITION DESCRIPTION



Position Summary	
Role Title	Human Resources Manager
Reports to	Deputy Chief Executive Officer
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Classification	Level 8, Pay Point 1
Employment	Full time
Location	Lakes Entrance office with the potential to travel to other sites as required

Our vision

Aboriginal people enjoy their culture, family, work and community life in a safe environment free from violence.

Our mission

Prevent and eliminate family violence so that individuals, families and our communities can live free from violence. We do this through wrap-around services and programs that support healing and cultural

Cultural statement

- Aboriginal and Torres Strait Islander peoples have the oldest continuous cultures in the world.
- YWAHS celebrates and takes pride in the rich spiritual connection, cultural values and practices of Aboriginal and Torres Strait Islander peoples.
- We celebrate the significant contributions made and cultures shared to enrich all communities.
- We acknowledge and respect the special place of the Traditional Owners.
- We appreciate and value the opportunity to live, work and thrive on their lands.

Our principles and values

SELF DETERMINATION A fundamental principle and practice that supports the exercise of true freedom. Full and total control of Aboriginal and Torres Strait Islander peoples' safety, healing, connections to land, country, culture, communities, and futures.

FREE FROM VIOLENCE Everyone has the right to live free from family violence and the fear of family violence.

CULTURAL RESPECT Recognising the cultural diversity that exists among our staff, clients and their families. Respecting the rights, views, values and expectations of Aboriginal and Torres Strait Islander peoples.

HOLISTIC APPROACH Encompassing the wellbeing of an individual, family and community. Recognising not only the physical but the social, cultural, spiritual, emotional and environmental influences of health and wellbeing.

INTEGRITY, TRUST and HONESTY in all our activities. Treating everyone equally, with courtesy, honesty respect and fairness. Being non-judgemental, and modelling ethical behaviour and practice.

ACCOUNTABILITY and PROFESSIONALISM Commitment to delivering safe and professional services to the community. Ensuring cultural appropriateness. Respecting personal and diverse boundaries and practices. Delivering outcomes for clients, community and the organisation.

COLLABORATIVE RELATIONSHIPS with our clients, community, partner agencies, governments and stakeholders to ensure coordination.

KINDNESS, COMPASSION, COURTESY and DIGNITY in our relationships with our clients, our stakeholders and with each other. Valuing the diversity of people and showing proper regard for their interests and **HUMAN RIGHTS**.

POSITION DESCRIPTION



Role Purpose

The Human Resources (HR) Manager provides a responsive and proactive service on a range of operational and strategic human resources related matters including employment conditions, recruitment and retention of staff, workforce planning, performance management, learning and development, employee relations, dispute resolution, equity and diversity, occupational health and safety and workers compensation.

The HR Manager is also responsible for undertaking a range of responsibilities across a broad range of human resources functions, operating across a number of those functions. In this role, you will foster the desired organisational culture by modelling agreed values and behaviours and contribute to YWAHS's Business Plan, workforce strategy priorities through providing support to managers and employees on a range of people related matters.

This position will also champion the interpretation of policies and awards and work closely with the Executive Management team to ensure all people practices are compliant and consistent with business objectives.

Key Accountabilities

- Provide expert advice guidance and solutions to management and staff on a board range of human resources issues including policies, frameworks, processes, employment conditions, performance management, occupational health and safety, recruitment, learning and development, workforce planning, talent management, succession planning and HR legislation.
- Being an active member and contributor of the YWAHS Executive Management Team (EMT).
- Manage a small team of staff who provide HR administration and support.
- Provide guidance and support to management around industrial and employee relations issues.
- Manage and resolve workplace disputes effectively, mediating conflicts and implementing strategies to prevent future disputes.
- Lead sensitive discussions around issues identified with staff engagement and wellbeing.
- Coordinate thorough and impartial misconduct and performance management investigations where appropriate in consultation with management, ensuring compliance with relevant legislation, policy and procedure.
- Ensure adherence to YWAHS's underpinning award, relevant industrial relations laws and regulations, and provide training and updates on compliance matters to all employees.
- Prepare and present monthly workforce reports with key people metrics to EMT and the Board.
- Support managers and oversee recruitment activities including development of position descriptions and interview questions, and selection and assessment of applicants where required.
- Coordinate Performance Development Planning processes including continual review of performance plans, recording and reporting of performance outcomes and identifying training needs from performance plans.
- Contribute to strategic planning activities, decision-making processes and continuous improvement of HR policies, practices and procedures to ensure the integrity and values of the organisation align with organisational responses.
- Ensure all employment related correspondence including letters of offer and employment schedules and overseeing the timely execution of employment contracts.
- Promote a positive organisational cultural, developing initiatives to enhance employee engagement, satisfaction and retention.
- Develop and maintain strong relationships with management and employees whilst demonstrating a sound understanding of the opportunities and challenges that arise in Aboriginal Community Controlled Organisations.
- Conduct analysis of YWAHS workforce skills & capabilities, and in conjunction with Managers, develop individual and organisational capability.
- Lead the development and implementation of actions to fulfil the delivery of YWAHS's Strategic Plan and support delivery on organisational culture and development initiatives.
- Manage processes related to WorkCover to ensure staff affected are supported and the organisation responds in line with legislative requirements.

POSITION DESCRIPTION



- Oversee payroll and other remuneration processes to ensure employee conditions and benefits are aligned to relevant legislative requirements.
- Working collaboratively with the Finance Manager to establish and oversee relevant budgets, including staffing.

Other employee requirements

Quality and Risk Management

Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with YWAHS policies.

Workplace Health and Safety (WH&S)

- Ensure a safe working environment is maintained for all YWAHS staff and clients.
- Ensure all WH&S processes and procedures are adhered to.
- Ensure all safety signage is in full view and in a language that is clear and precise.
- Ensure risk assessments are completed and authorised prior to the commencement of activities.

Cultural Diversity

Actively participate in a continuous process of developing cultural competence by broadening knowledge of and respect for diverse individuals and communities, with particular emphasis on the Wellington and East Gippsland demographic.

Teamwork

Work proactively with all members of the YWAHS Team in supporting the organisations aspirations and its strategic aims.

Other

May be required to perform other duties not specified within this document but commensurate with their classification, experience, and skills.

Required knowledge and skills (key selection criteria)

Education & Experience

- Tertiary qualifications in Human Resources Management or Leadership and Management required.
- Demonstrated experience working across all elements of the employee lifecycle and the ability to work independently and as part of a small team.
- A minimum of 5 years' experience in a Senior Human Resources role.
- Experience working with diverse leaders in an Aboriginal organisation is desirable.

Essential knowledge and skills

1. Demonstrated knowledge and experience in generalist human resource management functions, with a sound knowledge of culturally appropriate human resource management.
2. Experience in interpreting and delivering advice on policy, relevant Awards and legislation to support the resolution of complex issues across the organisation.
3. Lead a small team that directly reports to this role and model the values, ethics and behaviours expected by all YWAHS staff.

POSITION DESCRIPTION



4. Strong capability to conduct thorough and impartial investigations into employee grievances, misconduct and performance management issues, ensuring compliance with legal and organisational standards.
5. Ensure delivery of early intervention and local resolution of complex escalated employment and industrial relations people matters e.g., formal or complex performance management processes, return to work processes and any issues with union involvement.
6. Review internal policies, process, and practices to ensure that they meet current up to date industry and regulatory legislative requirements, are in line with the current Award and meet best practice standards.
7. Conduct analysis YWAHS workforce skills & capabilities and set up frameworks/ models to enhance and develop individual and organisation capability.
8. Support the development and implementation of actions to fulfil the delivery of YWAHS's Strategic Plan and support delivery on organisational culture and development initiatives.
9. Demonstrated high level interpersonal and communication skills, including the ability to collaborate, influence and negotiate effectively at all levels and a proven capacity to develop effective relationships with a range of key internal and external stakeholders.

Mandatory role requirements

- Current satisfactory National Police check
- Valid Working with Children check (WWC)
- Current Victorian Drivers Licence
- Travel between sites will be required
- COVID Vaccination (3 doses)

POSITION DESCRIPTION



Job Demands Checklist

YWAHS endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency Definitions

I	Infrequent	Activity required occasionally, not necessarily all shifts
O	Occasional	Activity required occasionally, not necessarily all shifts
F	Frequent	Activity required most shifts, up to 50% of the time
C	Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A	Not applicable	Activity not performed

Normal workplace aspects of the role		Frequency				
Demands	Description	I	O	F	C	N/A
Sitting	Remain seated to perform tasks				X	
Standing	Remain standing to perform tasks		X			
Walking	Periods of walking required to perform tasks			X		
Bending	Forward bending from waist to perform tasks		X			
Kneeling	Remaining in a kneeling position to perform tasks		X			
Lifting/Carrying	Light lifting and carrying		X			
Lifting/Carrying	Moderate lifting and carrying - e.g. trolleys, tubs, car seats, shade structures, eskies. Lifting/moving tubs of materials & equipment in/out of cars and from store to activity rooms for activities.		X			
Lifting/Carrying	Assisted lifting (lifting with assistance from another person) – e.g. shade structures, eskies	X				
Lifting/Carrying	Level of fitness required for physical activities such as moving trailer and attaching and detaching from vehicle					X
Driving	Driving to and from activities across the region and transporting equipment and passengers	X				
Climbing	Ascending and descending ladders					X
Pushing/ Pulling	E.g. Moving trailer and attaching and detaching from vehicle.					X
Repetitive	Use of keyboard, typing, entering data etc.		X			

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X
Employee signature

X
Employee name (Printed)

Date: